



**MINUTES  
SPECIAL COMMITTEE OF THE WHOLE MEETING  
Monday, September 9, 2013**

**Present:**

Mayor Blomberg

Trustee Feldman

~~Trustee McDonough~~

Trustee McAllister

Village Treasurer Curtis

Village Manager Burke

Finance Director Peterson

Director of Community Development McNellis

Trustee Brandt

~~Trustee Grujanac~~

Trustee Servi

~~Village Clerk Mastandrea~~

Village Attorney Simon

Chief of Police Kinsey

~~Director of Public Works Hughes~~

Engineering Supervisor Horne

**ROLL CALL**

Mayor Blomberg called the meeting to order at 8:03 p.m. and Village Manager Burke called the Roll.

**1.0 ROLL CALL**

**2.0 ITEMS OF GENERAL BUSINESS**

**2.1 Finance and Administration**

**2.11 Consideration and Discussion of Goals for Fiscal Year 2014  
(Village of Lincolnshire)**

Village Manager Burke thanked all present for attending the Special Committee of the Whole meeting to discuss Fiscal Year 2014 Goals as well as other organizational matters. Village Manager Burke noted, included with the Village Board's meeting materials was a detailed memorandum outlining proposed goals for Fiscal Year 2014. Village Manager Burke noted the memorandum also included an update on the status of progress in addressing goals for Fiscal Year 2013.

Village Manager Burke noted he would like to highlight several of the proposed Fiscal Year 2014 goals identified by staff. However, if members of the Village Board had questions regarding any goal or objective for the coming year, staff is available to respond to questions or discuss.

Village Manager Burke noted the majority of the goals proposed for the Community Development Department for Fiscal Year 2014 are related to executing the recently approved Economic Development Strategic Plan for the Village.

Village Manager Burke noted an additional Community Development and Executive Services goal pertained to working with the Greater Lincolnshire Chamber of Commerce to develop a plan for the future of the organization. A discussion regarding the current status of the Lincolnshire Chamber and recent meetings with Chamber Board members, Village staff, and Mayor Blomberg followed.

Village Manager Burke noted the Chamber Board members approached the Village regarding challenges they currently faced with limited membership growth, lack of an executive director, and difficult financial situation. The Chamber Board is contemplating possibly merging with other organizations in the area; however, it would be their preference not to lose the Lincolnshire identity. A discussion of the Village's role in a possible partnership with the Chamber of Commerce followed. Trustee Servi noted some of the concepts being considered sound like the Village would be taking on more of a role in managing/administering the Chamber's business and activities. Mayor Blomberg noted the opportunity for the Village posed by the conversations taking place at this time could be the Village works closely with the Chamber to have the organization have a stronger economic development focus. Such a change could help the Chamber and also help the Village move forward with its economic development initiatives.

A discussion regarding various options for partnering with the Chamber of Commerce followed. Trustee Brandt noted this issue needs further review and consideration as well as work with the Chamber of Commerce Board to determine possible changes for the future.

Village Manager Burke noted there were two goals identified in the Finance Department area where Village Board feedback is requested. Village Manager Burke noted one goal is to consider implementing credit card payment options for the Village. A discussion of various issues and parameters for use of credit cards to make payments to the Village followed. IT was the consensus of the Village Board that this topic should be researched and recommendations made to the Village Board for consideration.

Village Manager Burke also explained the Finance Department goal pertaining to performing a cost benefit analysis on implementing a lock box service for processing utility payments. Village Manager Burke noted this would be a service where a financial institution processes the receipt of utility payments and then reconciles the daily receipts with the Village's financial system. Such a change, along with the automated meter reading system being implemented at this time, may lead to increasing the frequency of utility billing rather than the current quarterly system. It was the consensus of the Village Board for staff to research the potential for this change and bring recommendations to the Village Board for consideration.

Village Manager Burke noted a primary goal of the Police Department included expanding the use of Police personnel for a "speaker's bureau" to provide presentations to the community on a variety of topics. Village Manager Burke noted the success of the recent Identity Theft

presentation the Police Department hosted for the community. Board members expressed agreement with the Police Department increasing this type of programming.

Trustee Brandt suggested the Police Department may want to consider addressing a topic for parents related to social media and internet usage by children and teens. Trustee Brandt noted the increasing diversity in social media platforms and the need to help parents understand these mediums and how to monitor and teach youth to understand the risks posed with certain types of activities.

Village Manager Burke noted the major goal for the Public Works Department for the coming year will be developing and finalizing an integrated capital plan.

Trustee Brandt noted updating and aggressively pursuing a comprehensive plan to address the Emerald Ash Borer problem and dead/dying trees in the community should be added to the goals for Fiscal Year 2014. Village Manager Burke noted staff would plan to add such a goal to the list for 2014.

Village Manager Burke noted in the near future he would be sending out proposed dates for budget workshops to be held in late October and early November.

## **2.12 Consideration and Discussion of Village of Lincolnshire Organization/Structure**

Village Manager Burke reviewed the proposed organizational changes outlined in his memorandum including changing the Community Development Department name to Community and Economic Development Department and the creation of an Economic Development Coordinator position.

In addition to those changes, the other recommended changes were highlighted for the Board as follows:

- Changing the title of the Executive Services Department to Administration Department
- Changing the title of the Financial Systems Department to Finance Department which includes a related change to the Director of Financial Systems job title to Finance Director.
- In light of the planned retirement of the current Account Clerk Supervisor, change the position title to Senior Accountant.
- Changing all Department Secretary position titles to Administrative Assistant and having one standardized position description for the position regardless of department where the employee works.
- Changing the existing Administrative Assistant position title to Administrative Assistant II to recognize this position works in more of a support role to the Village Manager and Village Board.
- Changing the title of Building Inspector to Building Official in recognition of the role this position plays in overseeing/administering

- all aspects of the building permitting process.
- Recommendation to classify the following positions as exempt under the Village of Lincolnshire compensation plan: Village Planner, Economic Development Coordinator, Building Official, and Senior Accountant

There was limited discussion of the recommended organizational changes, and it was the general consensus of the Board to implement the recommended changes with the Fiscal Year 2014 Budget.

### **2.13 Consideration and Discussion of Proposed Compensation Plan**

Village Manager Burke provided a review of the proposed Compensation Plan provided in the meeting packet. Village Manager Burke noted the proposed plan was drafted to attempt to address employee movement through the pay range under a merit based. Village Manager Burke explained the proposed plan would target an employee who meets expectations to reach the midpoint in the pay range within three years of starting with the Village. A lengthy discussion, regarding the plan design and whether targeting employees who meet expectations to be at the midpoint in the pay range within three years was appropriate, followed.

Trustees provided several comments on whether other merit approaches may achieve a similar objective and encouraged staff to complete further work on the plan and bring back an update when the full Village Board is present to discuss.

## **3.0 EXECUTIVE SESSION**

Trustee McAllister moved and Trustee Brandt seconded the motion to go into Executive Session for the purpose of discussing personnel and compensation. The roll call vote was as follows: AYES: Trustees Brandt, Servi, Feldman and McAllister. NAYS: None. ABSENT: Trustees Grujanac and McDonough. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 10:01 p.m. and came out of Executive Session at 10:45 p.m.

## **4.0 ADJOURNMENT**

Trustee McAllister moved and Trustee Feldman seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 10:46 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk